



**MICHIGAN HEALTH SCIENCES  
LIBRARIES ASSOCIATION**  
[www.mhsla.org](http://www.mhsla.org)

## MHSLA Executive Board Meeting Minutes, November 14, 2017

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### **In attendance:**

Andrea Kepsel, Mary Hanson, Liz Lorbeer, Jill Turner

Via Zoom/Phone: Iris Kovar-Gough, Kristina Olsen, Emily Ginier, Jessica Sender, Jennifer Barlow, Alexandra Sarkozy, Betsy Williams, Chana Kraus-Friedberg, Merle Rosenzweig, Kate Saylor

**Call to order:** Liz Lorbeer called the meeting to order at 10:02am.

**Approval of Minutes:** Motion to approve September 19, 2017 MHSLA Board minutes made by Barbara Platz, seconded by Mary Hanson. Motion carries.

**President's Remarks** –Liz Lorbeer thanks everyone for their service and work on planning the October meeting.

**Bylaws** – Mary Hanson – Approved suggested changes and revision, they have been posted on the wiki, and have been posted on the website. Any other suggestion need to be sent by March.

**Archives** – Ali Konieczny (not on call) – Report has been posted to the wiki.

She will be adding the 2017 conference documents. Stephanie has pictures to share from the conference. Can we get clarification about how members can upload and organize photos and documents? For example, how to label unknown people in photos or locations? Liz will reach out to invite her to attend the next meeting.

**Treasurer** – Kristina Olsen– Report posted to wiki. Checking account balance: \$10,300-. CD: \$15,300 – No income for this month.

Money collected at conference has been deposited.

2016 hotel cost was \$32,000 – more expensive than previous conference. Why was CE \$4,000 this year (expensive compared to previous years \$1000-1500. Some speakers needed a membership renewal.

Keynote speaker wasn't paid honorarium. We did have to cover the cost of the hotel – it wasn't canceled in time. Can we ask him to reimburse us for the hotel expense? There wasn't a signed

speaker agreement, but the email should be binding. Merle will contact Midwest to discuss next steps for reimbursement from keynote speaker.

## **Committee reports**

**Audit** – Diane Gardner (not on call). This was discussed at the last meeting.

**Communications** – Andrea Kepsel –

- Winter 2017 issue of the newsletter will be published next month. Deadline November 30. Will send one more reminder. Looking for reports from the conference and anything else people would like to share.
- These posts are AHIP points (1 point for every substantial article shared).
- New to this issue - include book reviews because Jennifer Barlow submitted to reviews.
- Andrea created a communications procedures manual. How to manage the list-serve and the website.
- One change - we are only going to do 2 issues per year instead of 3-4.

## **Conference Planning**

2018 Local arrangements (Betsy Williams)

- All the subcommittee chairs on in place. Making progress (Barb secured the hotel). Still finalizing details on catering and location for special event at the city opera house. City opera house requires event insurance (very complicated issue), working on a plan. Nov 29 subcommittee planning meeting for local arrangements. Will have budget numbers at the next meeting. Talked with Jill Turner - it would be helpful to get a draft schedule to help with budgeting (speakers, meals, etc.). Betsy should talk to the education (Emily Ginier). Emily can join the November meeting.
- Sub-Committees need volunteers. Can we just send one combined call for volunteers? This is a good time to ask for volunteers. Liz will write letter for volunteers to get AHIP or service for promotion.
- Next meeting (January) - Let Liz know if we don't have enough volunteers.

2018 Education (Emily Ginier)

Web call connection issues – will look for the report at the next meeting.

2019 Local arrangements (Jessica Sender)

Submitted a proposal, needs approval to move to Radisson downtown Lansing. Mike Simmons and Hannah visited and sent a quote (can't get a quote on room pricing this far out).

October 2-5 (First choice) / 16-19 (back up dates).

Midwest dates aren't posted on the website - Merle will check into it.

Vendors are slammed with conference in October. No flexibility in our schedule.

Vote to approve Jessica to reserve the hotel. All approved - no opposition

**Membership** – Iris Kovar-Gough – Nothing new to report. 129 members. Net loss of 1 from last year.

Only received 8 responses from MLA CE feedback survey. Hopefully by January will we have all of the 2018 webinar scheduled out will help with Liz received a notice form MLA - 12 webinars scheduled in 2018 (~1/month). This will help us budget.

**Nominating** – Barb LeTarte - Skip we are not nominating anyone now

**Outreach** –Merle Rosenzweig – Skip.

**Resource Sharing /Group Purchasing** –Keith Engwall (not on call)

**Vendor relations** – Jennifer Barlow

Good team - Iris and Alison have agreed to continue.  
Send out save the date communication to vendors.  
We know it's a two-day conference. We will need the exact time/day of the exhibits and cost - needs to be locked down by January.  
Contact everyone that we reached out to for 2017.

## **Regional reports**

**GMR** – Barbara Platts– Report is on the wiki.

All of the GMR funding has been distributed. Except for CHIS certification.  
3 upcoming MLA webinars - one tomorrow, 11/29 (metrics), 12/6 (data viz)

**MDMLG** – Alexandra Sarkozy – MDMLG Executive Board Meeting was held on November 8, 2017.  
Report is on the wiki.

1. President – Angela Sponer
  - a. Attended the MHSLA/Midwest MLA Conference in Ypsilanti, MI, October 14-16.
  - b. Scheduled next two MDMLG Executive Boards meetings for Wednesdays March 7, and May 23, 2018. Both are at Henry Ford Health System, 1 Ford Place. The March meeting will be in the same room as the first two meetings, 3C00. The May meeting will be in room 5C08.
  - c. Contacted WSU student representative, Nubia – will follow up with her so she knows she can attend all the meetings.
  
2. Treasurer - Andrea Rogers-Snyr
  - a. As of Nov 7, 2017, MDMLG has a checkbook balance of \$10,482.58. A detailed balance report was distributed to the Board.
  
3. Membership - Stephanie Stebens
  - a. Sent out individual reminders to last year's members who did not renew
  - b. 46 total individual members, of those 3 are student (One of them is scholarship winner) and 8 are emeritus
  - c. 17 institutional members

- d. The updated student list of members was sent to the MSHLA Membership Services Chair to notify them for the reciprocal membership
  - e. The updated Membership List was sent to the webmaster and was posted to the MDMLG Members Only portion of the website
4. Outreach – Courtney Mandarino
- a. Ongoing projects: Have been updating and monitoring the job board Discussed potential outreach activities (student fairs, conferences)
  - b. In progress: Updated the MDMLG membership brochure. Will distribute at board meeting and email a copy to the board, make revisions based on feedback, and then have it added to the MDMLG website.
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5. Professional Development – Stephanie Swanberg
- a. MLA’s monthly webinar structure has kept the committee busy. MDMLG would like to get funding for the webinars that are of interest to membership. Hope to have to topics in advance to be able to poll the membership to see which ones they’d be interested in viewing.
  - b. Made a speaker form template and it’s on the website and committee folder.
  - c. Applied for and received funding for 4 MLA webinars, have yet to max out on our allotted CE codes, even after inviting MSHSLA attendees. Will no longer host webinars in-person at locations because of poor attendance, we will continue to just provide the access codes for personal viewing.
  - d. Fall combined CE/general meeting coming up on Nov 16 currently has 14 registrants. Free to MDMLG members, \$20 for nonmembers. Misa waived her honorarium.
  - e. Spring CE on April 19: “Financial Advocacy: Turning Data into Ammunition” – will have to pay speaker travel costs. Will apply for GMR professional development grant in order to cover speaker’s travel fees for the course.
  - f. In-person courses – downward trend in attendance. Bringing in someone from the outside is very expensive, and cost may be prohibitive. Options: Go to 1 CE per year? Just host webinars?
  - g. Committee will survey membership before March meeting on what they feel about reducing number of CEs offered or eliminating altogether.
6. Program Committee – Juliet Mullenmeister
- a. We had a terrific and informative fall meeting on September 14, 2017. It consisted of a Lunch and Learn with Katherine Akers from Shiffman Medical Library about Publishing Medical Case Reports. Following that presentation, Gurpreet Kaur Rana from University of Michigan spoke about Global Health Research and resources.
  - b. The late fall/Winter General Business Meeting will consist of a General Business Meeting followed by CE program and coordinating this with the Professional Development Committee. It will be on November 16th, 2017 from 11:00-2:30 at the Troy Community Center (Room 303). We will be getting lunches from Ridley’s Café in Troy with coffee, water and some snacks provided by the Program Committee.

The CE will be presented by Misa Mi, and it's called Appreciating Diversity (2 MLA CE). I will have final costs after the meeting, but they should be in the \$30-\$40 range or less. Currently 14 people registered for the CE.

- c. We have the spring General Business Meeting planned for March 15, 2018 at One Ford Place. It will be a Lunch and Learn on Accessing Publicly Available Databases for demography information by a speaker from SEMCOG. Lunch would be from Slow's BBQ. The Sladen Library would handle beverages and snacks, with the General Business Meeting following the Lunch and Learn. We will have to communicate any issues with parking and access to OFP as those things change. We know that OFP will require badge access as of September 11, 2017, and that there will be potential ongoing parking issues. We need to make sure that that is communicated out to the membership as part of the registration process.
- d. We are planning for the Summer Luncheon to take place on June 7th, at this time. We are hoping to hold it at Henry Ford West Bloomfield and have a cooking demonstration at their Test Kitchen and tour their Kitchen Garden as the presentation. We have some other options for venue/speakers as well. I hope to have more information about the by the end of the year.

## 7. Web Committee

- a. New issues on the website:
  - Winter issue of the Newsletter
  - November meeting / CE class announcement and PayPal
  - MLA Webinar information
  - September presentations added to the Meetings web page (Katherine Akers and Preet Rana)
  - Speaker forms added (Cover Letter and Letter of Agreement)
  - Meeting minutes added
  - Treasurer's report added
  - Directory updated as needed
  - Jobs page updated as needed
- b. Accomplishments
  - Changed the members-only password and notified all members
  - PayPal income transferred to the Comerica checking account

**MMHSL** – Chana Kraus-Friedberg - Haven't met since the last MHSLA meeting.

**WMHSLA** – Betsy Williams – WMHSLA met on October 30, 2017. Report is on the wiki.

WMHSLA members met on October 30 at GVSU in Grand Rapids. Twelve members attended physically and three participated virtually. Following the business portion of the meeting, those attending in person viewed the MLA webinar, "Distinguishing the questionable from the trustworthy in open access resources."

### **Celebrating Sandy Swanson**

We celebrated Sandy's retirement with a beautiful cake brought by Caralee Witteveen-Lane. Sandy's last day at Mercy Health Muskegon will be November 30.

### **Election of Officers**

Per our newly revised bylaws, we elected a President-Elect to serve for one year, followed by a one year term as President. We also elected a Treasurer and a Secretary, each for a two year term. The slate of candidates was elected by acclamation:

- President-Elect – Mike Fitzpatrick
- Treasurer – Caralee Witteveen-Lane
- Secretary – Jennifer Barlow

### **2018 Annual MHSLA Conference—Local Arrangements Committee**

Most conversation at this meeting revolved around the 2018 MHSLA conference, which will be reported separately.

### **Membership**

Current membership stands at 26.

### **Treasury**

WMHSLA has a balance of \$868.81. Our treasurer is now collecting dues for 2017-18, so the bank balance is expected to increase.

### **Next meeting**

TBD but likely February or March.

Betsy Williams

2017-2018 WMHSLA president

## **Other Business**

1. Discussion about implementing a proposed budget with all MHSLA expenditures for pre-approval of business at the start of the new fiscal year. This conversation is follow-up from the annual business meeting in October. Things like website renewal Wild apricot renewal Education procedure manual mentions this exact thing. Work with Kristina to outline a budget.
2. Discussion about supplying vendors (sales representatives) a contact list of MHSLA members and/or attendees of the annual meeting. This conversation is follow-up from the annual business meeting in October. This is a good time to create a policy about how members work with vendors. This would make us attractive to work with to vendors. It used to be standard practice - this was just one of the pages included in the conference packet. MLA conference registration - you can check to opt-out (doesn't really work), if we do this, we need to make sure it works! We need to clearly communicate to attendees that their contact info may be shared in other ways. Sign in sheet (name/email) - opt out of vendor contact sharing. We need to make sure that it's protected. Liz likes the language on the MLA website Could we release a list of opt-in attendees a few weeks before the

conference date to share with vendors? 2018 conference attendees will be able to opt out of vendor communication

3. Discussed communication with keynote speakers. MHSLA has a communication plan listed in the education committee manual. The 2017 issue should be handled by Midwest – do they have a similar communication procedure/policy?
4. Conference survey (Iris) Normally MHSLA uses survey monkey - allows us to have a consistent structure to compare annual feedback every year.
  - a. Why was UM branded Qualtrics used? Done at the conference committee level.
  - b. Survey monkey gives a more granular level of conference data C
  - c. an Merle add the non-aggregated data to the wiki? Can we send our MHSLA survey anyway?
  - d. Iris will contact Carol Shannon to get a list of the MHSLA members We will revisit this in January.

**Adjourn** –Liz Lorbeer adjourned the meeting at 11:24am.